

Center for Power System Studies
Annual Meeting
MINUTES (Official)
Brookings SD - September 17, 2003

1. **Call to Order:** Steve Hietpas called the meeting to order at approximately 2:00PM
2. **Recording Secretary:** Jim Edwards volunteered
3. **Roll Call:**
Member Companies:
 - Jerry Horner– Basin Electric
 - Jim Edwards – East River Electric
 - Chad Orris – MidAmerican Energy
 - Jerry Tielke – Missouri River Energy Services
 - Corey Kasuske – Sioux Valley Energy
 - Lloyd Linke – Western Area Power Administration
 - Twyla Folk – Western Area Power Administration
 - Greg Vaselaar – Western Area Power AdministrationAssociate Member Companies:
 - Blair Metzger – DGR Eng.
 - Bob Thompson – West Plains EngineeringSDSU
 - Wayne Knabach
 - Steve HietpasGuests:
 - Brian Glover – MAPP COR
4. **Approve Agenda:** Lloyd Linke moved and Greg Vaselaar seconded to accept the agenda as submitted. Motion carried.
5. **Approve Minutes of May 1st semiannual meeting:**
Jerry Tielke moved and Corey Kasuske seconded to accept minutes. Motion carried.
6. **Coordinator's:**
 - **Annual Report:** See report included in packet. Some of the highlights were:
 - * Spring Power Technology tour was held in August. 10 students participated. 13 students did sign up but size was limited to 10. Visited 12 different sites over 1655 miles.
 - * 3 graduate students worked for Dr. Hietpas on software for development of power electronic motor drives
 - * This last summer, Dr. Hietpas worked for the Electrical Engineering Department on ABET accreditation and was an invited speaker at an National Science Foundation Workshop.
 - **CPSS Student Project Update:**

Students and Dr. Hietpas provided an update on the progress of the current student project, which is the continuation of the design and construction of a 250-watt bi-directional AC/DC converter. The project is being expanded to include a feedback loop and the utilization of rapid prototype design software.
 - **Membership List Update:** Steve Hietpas passed around the current membership list and asked those present to update the list.

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7. ***Conference Committee:***

At the last meeting, it was decided to go with a biennial conference instead of an annual conference. The next conference is scheduled for the fall of 2004.

Current conference committee members are Greg Vaselaar and John Knofczynski. Greg's term was up but he volunteered to remain on the committee. John's term was not up. Greg and John will remain as the committee members for the conference committee.

8. ***Special Project Committee:***

Current special project committee members are Ralph Hegge and Chad Orris. Corey Kasuske volunteered to replace Ralph Hegge on the committee. Chad Orris and Corey Kasuske will be the special project committee members.

9. ***Budget Committee:***

Current budget committee members are Jim Edwards and Al Koeckeritz. Lloyd Linke volunteered to replace Al Koeckeritz on the committee. Jim Edwards and Lloyd Linke will be the budget committee members.

10. ***New Business:***

▪ ***2003-2004 Financial Budget Request***

Jim Edwards moved and Chad Orris seconded to reject the 2003-2004 Budget Request that was approved by the Board on May 1, 2003 due to changes and revisions made in the accounting practices for CPSS.

Discussion:

Dr. Hietpas discussed the past problems with tracking and auditing the different CPSS accounts and the changes he has made to address these problems. He also discussed how these changes affect the CPSS budget and how it is presented. Board members had various questions but approved with the changes made by Dr. Hietpas

Motion carried.

▪ ***2002-2003 Financial Report and Revised 2003-2004 Budget Request***

Corey Kasuske moved and Chad Orris seconded to accept the 2002-2003 Financial Report and revised 2003-2004 Budget Request as submitted with the exception of noted corrections.

Discussion:

Chad discussed the MidAmerican CPSS payment. A correction was noted that needed to be made to the addition on the "Actual column" on the Financial Report. Dr. Hietpas will make necessary corrections to the reports

Motion carried.

11. ***Internship Opportunities***

Dr. Hietpas handed out an informational sheet on internship opportunities. Dr. Hietpas requested that the different members fill out the sheets and return to him.

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12. *Place/Date for spring 2004 Semiannual Meeting*

One possible location will be Black Hills Power and Light. Continued correspondence with Black Hills will follow the meeting with the intention to have a firm date as soon as possible. One other possible location discussed was at the new facility of MRES.

13. *Date for fall 2004 Annual Meeting*

Steve Hietpas proposed moving the annual meeting date back into October. After input from the members present, it was decided that the 3rd week in October would have the least conflict potential with member and associate member companies. Hence, the annual meeting date for the fall of 2004 will be held on October 20th. The one-day regional power conference will be held on October 19th, followed the annual banquet.

14. *Adjourn:* The meeting adjourned at approximately 4:00 p.m. with a motion by Lloyd Linke and seconded by Corey Kasuske.

Respectfully submitted,

Jim Edwards, East River Electric Power Cooperative
Recording Secretary
September 17, 2003
Typed and submitted November 15, 2003